

Virginia Board of Bar Examiners

2201 W. Broad Street
Suite 101
Richmond, VA 23220

FINGERPRINT CARD INSTRUCTIONS AND REQUEST FORM

Every applicant for the Virginia Bar Examination must submit with his or her application one set of clear and distinct fingerprints on a card furnished by the Board, on a card furnished by an authorized police official, or on an "Applicant" fingerprint card issued by the U.S. Government Printing Office (Form #1-391).

Your fingerprints **MUST** be taken by an authorized police official (e.g. your local police/sheriff's department) and the card **MUST** be signed both by you and the person taking the fingerprints. **ALL** personal history data (height, weight, age, etc.) **must** be listed in the space provided on the fingerprint card.

To obtain a fingerprint card, please mail or fax the form below to our office. You may also obtain a card from the registrar's office of any ABA approved law school in Virginia.

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To obtain the Board's Fingerprint Card, print this page, type or legibly handwrite your name and address into the fields of the address label below, and either:

1. Fax the completed form to the Board's office

or ...

2. Mail the completed form to the Board's office.

Upon receipt of the Fingerprint Card Request Form, a card is mailed the next business day. Do not call the Board's office to verify receipt of your request.

Send by Mail or Facsimile Transmission

FAX TO: 804-367-0416

OR

Mail To: Virginia Board of Bar Examiners
2201 W. Broad Street
Suite 101
Richmond, VA 23220-2022

For Board Use
Only:

Sent: _____
By: _____

NO. of PAGES: one ... (this page only)

ADDRESS LABEL: (The form below can be filled in on your computer or you may print the form and legibly write your name, address and phone number.)

Phone Number: _____

To: _____		
Name		

Street Address		

City	State	ZIP Code